

PERSONAL DAY USAGE IN MCTIME

GENERAL

Personal Day leave balances are displayed in Mctime as days; however, when a day is used it is recorded in the timecard in hours. All leave balances (including Personal Days) are calculated and maintained in the HRMS/payroll system. Each pay period, the actual leave balances calculated in the HRMS/payroll system are transferred and display in Mctime as of the start of the current pay period. This update takes place on the Monday morning prior to pay day Friday.

Personal Days should always be used and recorded as an entire day off. They can not be taken or tracked as partial days. Each occurrence of a Personal Day used on the timecard will be counted as one day used. In other words, if an employee works 4 hours on one day and take 4 hours off as Personal Day, the employee will be charged for the use of one personal day.

Employees assigned to a 5 day/8 hour shift work schedule (5/8 schedule) should record a Personal Day used with 8 hours. Employees assigned to a 4/10 schedule, would record 10 hours used for each day. Employees assigned to a compressed schedule would record 9 hours used for each day unless they take the Personal Day on their 8 hour day.

Each Personal Day used must be charged to one account code. If hours for one Personal Day used are distributed between multiple index codes or project codes, each account code used will be counted as one Personal Day used.

PERSONAL DAY BALANCES FOR EMPLOYEES ASSIGNED TO ALTERNATE WORK SCHEDULES

When an employee on an alternative work schedule (i.e. a compressed schedule or a 4/10 work schedule) uses a Personal Day and records the day as 9 or 10 hours used, the Personal Day balance displayed in Mctime after the use of the day is updated incorrectly. The incorrect balance will continue to display in Mctime until the leave balances are correctly updated by the HRMS/payroll system.

Employees assigned to a compressed schedule or a 4/10 schedule that record the use of a Personal Day as 9 or 10 hours may use the following tables to convert the days displayed in Mctime to the actual number of Personal Days remaining.

EMPLOYEES ASSIGNED TO 4/10 SCHEDULES

- If an employee on a **4/10 schedule has 3 Personal Days** displayed at the **beginning** of the pay period, the Personal Day balance in Mctime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in Mctime after usage:	ACTUAL Personal Day balance after usage is:
1 days (10 hours)	1.75	2
2 days (20 hours)	.5	1
3 days (30 hours)	(.75)	0

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- If an employee on a **4/10 schedule has 2 Personal Days** displayed at the **beginning** of the pay period, the Personal Day balance in Mctime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in Mctime after usage:	ACTUAL Personal Day balance after usage is:
1 days (10 hours)	.75	1
2 days (20 hours)	(.5)	0

- If an employee on a **4/10 schedule has 1 Personal Days** displayed at the **beginning** of the pay period, the Personal Day balance in Mctime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in Mctime after usage:	ACTUAL Personal Day balance after usage is:
1 days (10 hours)	(.25)	0

EMPLOYEES ASSIGNED TO COMPRESSED SCHEDULES

- If an employee on a **compressed schedule has 3 Personal Days** remaining at the **beginning** of the pay period, their Personal Leave balance in Mctime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in Mctime after usage:	ACTUAL Personal Day balance after usage is:
1 day (9 hours)	1.875	2
2 days (18 hours)	.75	1
3 days (27 hours)	(.375)	0

- If an employee on a **compressed schedule has 2 Personal Days** remaining at the **beginning** of the pay period, their Personal Leave balance in Mctime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in Mctime after usage:	ACTUAL Personal Day balance after usage is:
1 day (9 hours)	.875	1
2 days (18 hours)	(.25)	0

- If an employee on a **compressed schedule has 1 Personal Days** remaining at the **beginning** of the pay period, their Personal Leave balance in Mctime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in Mctime after usage:	ACTUAL Personal Day balance after usage is:
1 day (9 hours)	(.125)	0

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PERSONAL DAYS FOR PART TIME EMPLOYEES

The number of hours that may be taken by a part time employee as a Personal Day is determined by the number of hours that the employee is scheduled to work in a pay period divided by 10. For example, a Personal Day would be equivalent to 4 hours for an employee that is scheduled to work 20 hours each week (40 hours per pay period / 10). See Section 25-2(e) of the Montgomery County Personnel Regulations or the MCGEO Agreement Article 20-11 and 20-12 for more information of the Personal Day calculation for part time employees.

When a part time employee uses a Personal Day and records the day for less than 8 hours, the Personal Day balance displayed in Mctime after the use of the day is updated incorrectly. The incorrect balance will continue to display in Mctime until the leave balances are correctly updated by the HRMS/payroll system. For example, if an employee has 3 Personal Days remaining at the beginning of the pay period and uses one day that is recorded as 4 hours of leave, the updated Personal Day leave balance will display as 2.5 days remaining when actually the employee has 2 days remaining.

The number of Personal Day occurrences that a part time employee may use each pay period is limited to the number of days that display in the Personal Day accrual balance as of the beginning of the current pay period as updated on the Monday morning of pay week.